

~~CONFIDENTIAL~~

**D R A F T**

12 Sept 60

25X1A8A

**SUBJECT** : - Records Maintenance

1. Attached is a draft Records Schedule prepared as recommended in the study of your records, dated 27 May 1960, which was made by the Management Analysis Staff (DD/P Area). The final approval and application of such a schedule will represent a significant step forward in the control of your records.

2. There remains, however, two particularly pressing problems, also covered in the study, on which I urge you to take action as soon as possible. The problems referred to are: (a) the development of your files in conformance with the principles outlined in the [redacted] and (b) the development of specific carding criteria for your auxiliary indices which could then serve as guidance to those area branches that are implementing the [redacted] procedures.

25X1A2D2

25X1A9A

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Attachment: (1)

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 IN CLASS X DISCLOSE / CLASS CHANGED TO: IS S C EXT. JUST 22  
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